

**CHESTERFIELD COUNTY
PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA
(804) 748-1617
March 19, 2009**



INVITATION FOR BID #09-9840

**REQUIREMENTS CONTRACT FOR AIR FILTERS FOR
CHESTERFIELD COUNTY AND CHESTERFIELD COUNTY SCHOOL
BOARD FACILITIES**

DUE: 2:00 PM, April 22, 2009

Invitation For Bid Prepared By

Lorie W. Newton

Senior Contract Officer

Purchasing Department

www.chesterfield.gov/ManagementServices/Purchasing/purchase.asp

**CHESTERFIELD COUNTY PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS
IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID**

1. SUBMISSION AND RECEIPT OF BIDS:

- a. Sealed bids shall be received until, but no later than the specified time and date of opening as designated in the invitation. Late bids shall be rejected. **Bids, to include addenda or changes to a response, shall not be accepted via a FAX machine or by Internet E-mail.**
- b. In the event that Chesterfield County government offices are closed due to inclement weather and/or emergency situations at the time set aside for a pre-bid meeting and/or the published bid opening, the pre-bid meeting and/or bid opening date will default to the next open business day at the same time.
- c. All bids shall be signed on the Terms and Signature Sheet in order to be considered. Bids submitted without a signature shall be rejected. If the Bidder is a partnership or corporation, the Bidder shall show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, if requested, the Bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
- d. **Only when specifically requested in the bid documents** shall each bid be accompanied by a bid bond with surety satisfactory to the County Attorney or a Cashier's or a Certified Check, made payable to the Treasurer, Chesterfield County. In the event of default by the Bidder, the deposit shall be and represent liquidated damages to the County. Bids received without a bid bond, when specifically requested, shall be rejected.
- e. Bids concerning separate bid invitations are not to be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
- f. Unless otherwise specified, Bidders are to use the bid form furnished by the County.
- g. No bid shall be altered or amended after the specified time for opening.

2. **AMENDING BIDS:** Amending or withdrawing bids by a potential bidder prior to bid opening: A potential bidder may amend and/or withdraw a bid before the due date and time set for receipt of bids. All requests from a potential bidder to return their bid shall be in writing, addressed to the Purchasing Department, and signed by a person authorized to represent the person or firm that submitted the bid. The potential bidder may be contacted by telephone to verify the authorization of the return request and the signature involved if there is doubt as to the documents authenticity. All amendments/alterations to the bid are to be initialed by an individual authorized to represent the person or firm that submitted the bid.

3. WITHDRAWAL OF BIDS:

Withdrawal: Construction (*Code of Virginia 2.2-4330*)

- a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of a bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2.2-4330(A)(i), *Code of Virginia*, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure. Any withdrawal request made to the Director of Purchasing must be accompanied by bidder's original work papers, or such request will be rejected. In order for work papers, documents and materials submitted pursuant to this section to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342-F is necessary.

Withdrawal: (other than construction)

- b. A bidder for a public contract may request withdrawal of his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers documents and materials used in the preparation of the bid sought to be withdrawn. In order for work papers, documents and materials submitted with the notice of withdrawal to be deemed a trade secret or proprietary information pursuant to *Code of Virginia*, subdivision F of 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342-F is necessary.

4. DENIAL OF WITHDRAWAL OF BID: (*Code of Virginia 2.2-4330*)

If the County denies the withdrawal of a bid, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

5. MISTAKES IN BIDS

- a. Mistakes discovered following bid opening but prior to award: If there is a significant and obvious disparity between the prices of the lowest apparent responsive bidder and other bidders, the low bidder may be contacted by the purchasing authority to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in the bid and can provide clear and convincing evidence that supports the existence of a clerical error to the satisfaction of the purchasing authority, the bid may be withdrawn only after approval by the County.
- b. Mistakes discovered after award: Bids containing mistakes by bidders shall not be withdrawn after award of a contract or issuance of a purchase order.

6. PRICING:

- a. Bidder warrants by virtue of bidding that prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the County or Bidder.
- b. Prices should be stated in units of quantity as specified in the bid form. In case of error in extension of prices in the bid, the unit price shall govern.
- c. When a bid is for goods and/or services to be delivered on a one time only or staggered basis, only firm pricing shall be given consideration. General terms such as "price in effect at time of delivery" shall not be considered for award.

7. **PERFORMANCE AND PAYMENT BOND:** When requested in the bid, the County shall require the successful bidder to furnish a performance bond and labor and material payment bond with surety satisfactory to the County Attorney in the amount of the contract price at the time of or prior to execution of the contract. If bonds are requested in the bid, the successful Bidder shall pay the cost thereof; if not specified, the successful Bidder, when requested to do so, shall secure the bonds and the County shall pay the cost thereof.
8. **DELIVERY POINT AND TERMS:** All items shall be delivered F.O.B. destination, and freight, delivery costs, and incidental charges shall be included in the bid price(s). Failure to do so may be cause for not making award to a Bidder. The Bidder shall assume all liability and responsibility for the delivery of merchandise in good condition to the specified delivery location(s).
9. **INVOICES:** Invoices for items ordered and delivered shall be submitted by the contractor in accordance with the "Send Invoice To" address shown on the purchase order. All invoices shall show the purchase order number, the name of the person placing the order, the item description, stock number, and contract price as applicable. The County's obligation to pay amounts due under the contract shall be contingent upon receipt by it of invoices in sufficient detail to permit identification of the items as described in the specifications.
10. **PAYMENT TERMS:** If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County.
11. **FINANCE CHARGES:** Finance charges imposed by the vendor on any invoice shall not be paid by the County.
12. **USE OF BRAND NAMES/SUBSTITUTIONS:** Unless otherwise specified in the invitation to bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality desired, and any product which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

In requesting a proposed substitution, the bidder shall submit with the bid form the name of the manufacturer, model number, and complete specifications on the proposed substitution for evaluation by the County. The bidder shall submit, with the bid form, a detailed list of any deviations from these specifications, written or implied. The bidder assumes responsibility for all changes in the work required as a result of the proposed substitution, including any change not listed in the request, but determined by the County to be necessary at a later point of progress in the work.

It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The County's failure to object to a manufacturer shall not constitute a waiver of any of the requirements of the contract documents, and all products furnished by the listed manufacturer must conform to such requirements. The County's decision of approval or disapproval of a proposed substitution shall be final.
13. **QUALITY:** All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be new. Unless otherwise specified in bid, products bid must be new, the latest model, the best quality, and the highest grade workmanship.
14. **ACCEPTANCE OF MATERIAL:** The goods and/or services delivered as a result of this bid shall remain the property of the seller until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the seller and return goods to seller at the seller's expense.
15. **COPYRIGHTS OR PATENT RIGHTS:** The bidder certifies by submission of bid that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this bid. The successful bidder shall, at his own expense, defend any and all actions or suits charging such infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability,

loss, or expense incurred by any such violation.

16. **SAMPLES:** Evidence in the form of samples may be requested if brand being quoted upon is other than as specified. The County reserves the right to request that such samples be furnished at the time of bid opening. The County also reserves the right to request samples after the date of bid opening. Requested samples shall be furnished free of expense to the County and if not used in testing or destroyed, will, upon request at the time of submission of sample, be returned at the bidder's expense.
17. **TAXES:** Chesterfield County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by Chesterfield County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by Chesterfield County on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
18. **LICENSES, PERMITS, AND FEES:** All bids submitted shall have included in price the cost of any business and professional licenses, permits, or fees required by Chesterfield County or the Commonwealth of Virginia.
19. **SIGNED BID CONSIDERED AN OFFER:** This signed bid shall be considered an offer on the part of the bidder and shall be deemed accepted upon approval by Chesterfield County. In case of default by the successful bidder, or failure to deliver the goods and/or services ordered by the time specified, the County may terminate the purchase order and/or contract, and after due notice (verbal or in writing) may procure them from other sources and hold the defaulting bidder liable for any resulting additional cost.
20. **QUALITY EXPECTATION STATEMENT:** Chesterfield County, through its "Total Quality Improvement" initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, products and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services and products with a target of "zero defects - zero rework".
21. **FACTORS OTHER THAN PRICE IN AWARD DECISION:** The following factors in addition to price (as they apply) shall be a consideration in the award decision:
 - a. The ability to provide references which may substantiate past work performance and experience in the type of work required for the contract. The lowest responsive bidder(s) may be required to furnish a contractor qualifications statement, to include references, prior to any such award. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the County, a bidder is determined to be non responsible as a result of any investigation conducted by or for the County, award will not be made to that bidder.
 - b. The quality of performance/workmanship of previous contracts for goods and/or services delivered to or performed for the County.
 - c. The timely completion of previous contracts for services or the timely delivery of past orders for goods.
 - d. The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
 - e. The County reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the County in determining bidder's capabilities of successfully administering the contract.
 - f. The ability and availability of the bidder to provide both quality and timely maintenance, service, and/or parts.

- g. The resale value, life cycle costing and value analysis of a product.
 - h. The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the goods and/or services.
 - i. Timely delivery of goods or timely completion of services as stated by bidder.
 - j. Substantial compliance or noncompliance with specifications set forth in bid as determined by the County.
 - k. Inventory capability as it relates to a particular bid.
 - l. Results of product testing.
22. **STATE REGISTRATION OF CONTRACTORS (IF APPLICABLE):** Attention is directed to Chapter 11, Title 54.1 of the *Code of Virginia* (Re: State registration of contractors when applicable), which requires that all bidders shall show evidence of the proper license under the provision of this chapter before such bid is considered.
23. **ADDENDA:** Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at www.chesterfield.gov/ManagementServices/Purchasing/purchase.asp. Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided within the Pricing Schedule or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents.
24. **PROPRIETARY INFORMATION:** Section 2.2-4342-F of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." Bids/proposals not in compliance with section 2.2-4342F will be subject to disclosure.
25. **GOVERNING LAW:** Any contract resulting from this Invitation to Bid shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia. Any dispute arising out of this Contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for Chesterfield County.
26. **TIE BIDS:** In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no County or Commonwealth choice is available, the tie shall be decided by lot.
27. **NONASSIGNMENT:** Parties to any resulting contract shall not assign the contract without written consent of the other(s). If any party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the contract.
28. **MODIFICATION:** The resulting contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the Contract.
29. **AUDIT OF VENDOR RECORDS:** The County reserves the right to audit all vendor records in contracts where payments are based on contractor's records of time, salaries, materials, or actual expense.
30. **NEGOTIATION:** If the bid from the lowest responsible bidder exceeds available funds, the County may negotiate with the low bidder to obtain a contract price within available funds.

31. **SECTION 2.2-4311 CODE OF VIRGINIA:** Every contract for goods or services over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor shall include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

32. **APPROPRIATION OF FUNDS:** The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year.

33. **SCHOOL BOARD:** When goods and/or services are for the benefit of Chesterfield County Schools, the contract shall be entered into on behalf of the Chesterfield County School Board.

34. **REQUIREMENTS CONTRACTS:**

- a. Whenever a bid is sought seeking a source of supply for a requirements contract for goods and/or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by Chesterfield County as to any minimum or total amount that may or may not be purchased from any resulting contracts.
- b. The County reserves the right, at its sole option, to renew the contract for consecutive terms.
- c. The County reserves the right to award bids for requirements contracts based on the pricing of the initial term of the contract or any combination of initial and renewal terms.
- d. The County may award a bid to a single contractor or to multiple contractors.
- e. The County reserves the right not to renew the contract at the end of the initial term or any subsequent term.
- f. The County reserves the right to terminate the contract upon written notice to the contractor(s).
- g. In the event that a requirements contract is awarded for goods and/or services, the County reserves the right to bid individual bulk purchases if the County deems it will best serve their interest.
- h. It is understood and agreed to between the parties in a resulting contract that Chesterfield County shall not be obligated to purchase or pay for materials under such contract unless and until they are ordered and delivered.
- i. Bids based on a firm price or those including a "downward escalator" clause for a requirements contract term may be given preference over lower ones bearing an "escalator" clause.

- j. The County has the right to extend this contract up to and not to exceed one hundred eighty (180) days following the last term of renewal.

35. SECTION 2.2-4312 CODE OF VIRGINIA - DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor's employees
- b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition
- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 36. **ENVIRONMENTAL MANAGEMENT:** Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations, if any. Additionally, the Contractor must meet all Chesterfield County Environmental Management System (EMS) requirements. For questions or additional information, contact the Office of Environmental Management at (804)717-6531.
- 37. **SECTION 2.2-4343.1 CODE OF VIRGINIA:** Chesterfield County does not discriminate against faith-based organizations.
- 38. **COOPERATIVE PROCUREMENT (Use of contracts by other public bodies):** This procurement is being conducted by Chesterfield County in accordance with the provisions of 2.2-4304 *CODE OF VIRGINIA*. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. Chesterfield County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield Contract. Chesterfield County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- 39. **CONTRACTOR BACKGROUND CHECKS:** In order to preserve the integrity and security of county government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.
- 40. **SENSITIVE INFORMATION HANDLING:** Any information in the possession of the county/schools which is specific to a student, citizen, county/school business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no circumstances remove Sensitive Information from county facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the county facility. No Sensitive Information may be remotely accessed by contract workers by dial in,

VPN, web interface or other means without expressed consent of the department head and the Information Security Manager (county) or Director of Technology (schools). Any access to county/schools information by contract workers from outside the county intranet shall be in accordance with existing Information Systems Technology (IST)/Chesterfield County Public Schools (CCPS) Technology department security policies and procedures. Contract worker network connected computer equipment will be subject to all applicable IST/CCPS policies and procedures. Any exception to this application of policies shall be approved by the CCPS Department of Technology/county Information Security Manager and Chief Information Officer or designees.

41. **PRECEDENCE OF TERMS AND CONDITIONS:** Any and all Special Terms and Conditions contained in this Invitation for Bid that may be in variance or conflict with these General Terms, Conditions, and Instructions shall have precedence over these General Terms, Conditions, and Instructions. If no changes or deletions to General Terms, Conditions, and Instructions are made in the Special Terms and Conditions, then the General Terms, Conditions, and Instructions shall prevail in their entirety.
42. **VENDOR REWARDS/GIFT PROGRAMS:** It is the policy of the County not to participate in any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your bid and demonstrate in the bid how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.
43. **SECTION 2.2-4311.1 CODE OF VIRGINIA – ILLEGAL IMMIGRANTS:** The Contractor agrees that he does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Revised: September 2, 2008

CHESTERFIELD COUNTY PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA 23832-0001
(804) 748-1617

IFB Prepared By:

**Lorie W. Newton
Senior Contract Officer**

Invitation for Bid Number:

09-9840

March 19, 2009

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Purchasing Department, Chesterfield Administration Building, Room 402, until, but no later than **2:00 p.m.** Local Time Prevailing **April 22, 2009**, and then publicly opened and read aloud for **furnishing Air Filers to Chesterfield County and Chesterfield County School Board Facilities.**

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department (804) 748-1617, three working days prior to need.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidders shall sign this form in the space provided on the Terms and Signature Sheet and return bid document to: Chesterfield County Purchasing Department, Administration Building - Room 402 - Fourth Floor, 9901 Lori Road, P.O. Box 51, Chesterfield, VA 23832-0001. **Mark outside of your envelope with Invitation for Bid #09-9840 and opening date of bid.**

Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the Contractor's name will not be removed from the subject commodity/service list.**

Nothing herein is intended to exclude any responsible Contractors, his product or service or in any way restrain or restrict competition. All responsible Contractors are encouraged to bid.

For information pertaining to the bid tabulation and award on this procurement transaction, bidders may access public notification electronically at www.chesterfield.gov/ManagementServices/Purchasing/purchase.asp.

COMMITMENT TO DIVERSITY AND CHESTERFIELD BUSINESSES

Chesterfield County is a rapidly growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status.

The county is committed to increasing the opportunities for participation of minority business enterprises, woman-owned businesses and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each contractor and/or supplier with which the county contracts to actively solicit minority business enterprises, woman-owned businesses and businesses located in the county as subcontractors/suppliers for their projects.

Upon award/renewal of the contract, the successful bidder/offeror shall furnish data requested on the Certification of Subcontractor/Supplier Activity form included in this IFB/RFP document. This information will enable the county to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

DEFINITIONS

Women-Owned Business (WOB) - a business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interests is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens. (*Code of Virginia 2.2-1401*)

Minority-Owned Business (MOB) – a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. (*Code of Virginia 2.2-1401*)

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

PURPOSE

The purpose of this Invitation for Bid is to establish a requirements contract for the purchase of Air Filters for Chesterfield County and Chesterfield County School Board Facilities. The right is reserved by the County/School Board to procure these goods and materials from other than contracted providers when needed as the result of an emergency situation.

BACKGROUND INFORMATION

Chesterfield County is approximately 437 square miles. Chesterfield County Public Schools consists of 62 schools and other related facilities. A list of the Schools and related facilities are attached hereto. Additionally, the County has 62 buildings located on the Government Complex and outlying areas throughout Chesterfield County.

ESTIMATED QUANTITIES

It is estimated that the total yearly purchases on this contract will be approximately \$230,000, based on the past year usage. This in no way implies the volume of business under this contract. The County/School Board reserves the right to increase or decrease quantities based on actual usage.

TERM OF CONTRACT

The initial term of this contract shall be for a period effective from date of award through March 31, 2010.

RENEWAL OF CONTRACT

The contract may be renewed by the County for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

1. If the County elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of the "all items" category of the Consumer Price Index (CPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.
2. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase of the "all items" category of the Consumer Price Index (CPI) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.

SPECIAL TERMS AND CONDITIONS**Inquiries**

Any questions which may arise as a result of this solicitation may be addressed to Lorie W. Newton, Senior Contract Officer, at (804) 717-6760, or by email to purchasing@chesterfield.gov. Inquiries must be received at least seven (7) business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder from this transaction.

Acceptance of Purchasing Card

Chesterfield County is working to streamline procedures for procuring and paying for small dollar goods and services. One method now being put to use throughout the County is the use of a Purchasing Card. Vendors responding to this solicitation should note that acceptance of payment by the Purchasing Card may become mandatory during the term of the contract. Should the County decide to expand the use of the Purchasing Card, vendors receiving an award under this solicitation will have **90 days after receipt of such notice** to make the necessary arrangements to be in the position to accept the Purchasing Card.

Contact with Students

As required by Section 22.1-296.1 of the Code of Virginia, Bidders who will provide services that will place contractor or contractor's employees in direct contact with students on school property during regular school hours or during school-sponsored activities, shall certify, by signing and submitting their bid, that none of the individuals who will perform the work under the contract have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

Reports

Upon request, the Contractor shall provide the Chesterfield County Purchasing Department with a summary of all sales by quantity and size separated by delivery site.

References

Bidders should complete and **submit with their bid** the Contractors Data Sheet, see Page 31.

Delivery Requirements

Delivery will be required at various County sites. All bid prices shall include transportation costs.

Deliveries shall be in quantities specified at the time the order is placed either by phone, fax, or written. Bidders shall indicate in the column provided within the Pricing Schedule, whether the item bid is a stock or non-stock item. Deliveries shall be as follows:

- Items required to be stocked shall be delivered within two (2) working days from the date the order is placed by the County/School Board.
- Delivery for all items bid as non-stock shall be a maximum of fourteen (14) calendar days from the date the order is placed by the County/School Board.

The contractor shall not delay the ordering and delivery of filters in order to combine with orders for other customers.

Repeated delayed or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.

The contractor shall notify the designated County or School Board Facilities representative of any delivery delays within one (1) day of specified delivery time.

Insurance

A copy of a Certificate of Insurance shall be required and must be furnished by the contractor during execution of the contract. The Certificate does not need to accompany the bid.

The contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County, the Engineer (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. The Contractor shall furnish a copy of a Certificate of Insurance, **naming Chesterfield County and Chesterfield County School Board as additional insured.** Should any of the policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this Contract.

PLEASE FORWARD A COPY OF THESE INSTRUCTIONS TO YOUR INSURANCE CARRIER.

Instructions Regarding Insurance Certificates

The Contractor and his insurance company should carefully review the insurance requirements applicable to this job. All requirements must be met before the County will execute the contract. In particular, we would call your attention to the following:

1. Please note that the Insurance Certificate must state that the Commercial General Liability and the Umbrella Liability Insurance Policies name **Chesterfield County and Chesterfield County School Board** as additional insured. This requirement may be met by placing the following language on the Certificate. Many Certificates have a space headed "**Description**" where the language may be inserted as follows:

Chesterfield County and Chesterfield County School Board is additional insured or that Chesterfield County and Chesterfield County School Board is additional insured with respects to General Liability; and/or Umbrella Liability policies.

2. The Insurance Certificate must also contain the required statement concerning notice of cancellation or other change in coverage. The statement used on some Certificate forms is not acceptable. The statement which is required by the contract documents reads as follows:

"Such certificate shall provide that in the event of the cancellation of the policy or policies listed on such certificate, not less than 30 days notice in writing shall be given to the County."

NOTE: This requirement may be achieved through modifications to the cancellation clause by striking the words 'endeavor to' in the second line and by striking the clause reading 'but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.' OR In lieu of modifying the cancellation clause, Chesterfield County and Chesterfield County School Board may be listed an additional insured as an endorsement to the policy or by endorsement to the policy the insurer will provide 30 day cancellation notice to Chesterfield County. The endorsement should be on a separate form and attached to the certificate.

3. The Certificate Holder should be listed as:

Chesterfield County
c/o Purchasing Department
P. O. Box 51
Chesterfield, VA 23832-0001
IFB/RFP #

4. Certificate of Insurance must be signed.

SPECIFICATIONS

- A. **Disposable Air Filters:** 1" and 2" sizes shall conform to ANSI-specification standard – ASHRAE 52.1, except that: 1) the dust holding capacity for the 1 -inch shall be 125 in lieu of 145 and for the 2-inch shall be 160 in lieu of 190; 2) standard size filters shall have fiberglass scrim or bottle cap material retainers only on the outflow side, for 1" and on both sides for 2"; 3) the filter media shall be coated with a dry tackifier dust adhesive. Frame shall be sturdy water resistant fiberboard that shall maintain its shape during use, with fiberglass scrim or bottle cap material retainers bonded thereto with water resistant adhesive.

- B. **Air Filters, Panel Type, Medium Efficiency:** Filters shall be pleated media and shall meet Underwriters Laboratories Standard 900 for Class 2 air filter. Operating temperature limits for air filters is 200 degrees F. Pleated filters shall have a minimum MERV of 6 when tested in accordance with ASHRAE 52.2. Initial resistance at 600 F.P.M. shall not exceed 0.35" W.G. Filter shall be capable of maintaining structural integrity at a resistance of 1.5" w.g. at maximum rated airflow. Air filters may be installed with pleats in either the horizontal or vertical position and width and height dimensions are interchangeable. Filters shall be suitable for use in systems with face velocity from 300 to 600 fpm. Filters shall be enclosed in a frame that is cut from heavy-duty water resistant beverage board or equivalent material. This unit shall include diagonal support members, and all inside surfaces shall be bonded to the filter media to insure proper pleat spacing, retention, and eliminate air by-pass.

When assembled, the two mating sections of the frame shall overlap to provide a double thick wall on all four sides. The filter media shall be supported on the discharge side with a metal grid. This grid shall be bonded over its entire surface area to shape of the radial pleat to ensure maximum air-flow and dust loading characteristics throughout the life of the filter. The frame, metal grid and filter media shall form a rugged and durable filter unit that shall not rack or warp under normal conditions. Filters shall have gross media area and number of pleats equivalent to the referenced brands. Filters shall be of the overall level of quality as Far 30/30, or Tri-Dim Tripleat ES40ME.

- C. **Box Type Air Filters High Efficiency:** Filter shall be constructed of a 28 ga. galvanized metal frame formed into a box in a manner that ensures squareness and prevents racking. The media shall be lofted fiberglass with an expanded metal grid that shall be bonded to the air exit side for forming of pleats and media support. Filter pleat spacing shall be reinforced with non-organic separators. The filter pack shall be sealed on all four sides with adhesive to prevent air by-pass. Filters shall be capable of continuous operation to 250 degrees F. Filters shall be U.L. Class 2. Filters shall fit without modification or be adaptable to existing holding frames. Filter quality shall be of the overall level of quality as Tri-Dim Tri-Cell "R" or Farr Rigaflo. Filters shall have the following rating: Medium - MERV 13 b.) High - MERV 14 (90-95% efficiency)

Filters shall be color coded to easily differentiate for each respective efficiency category. Filter performance data shown is based on ASHRAE 52.2 test method. Performance tolerances shall conform to ARI Standard. Box filters shall be available in two basic frame construction types, with and without headers. Header shall completely enclose front outside edge of filter. Headers shall be available in 3/4, or 1 1/8 inch depth.

- D. **Ring Panel Filters Three Ply:** Shall test according to ASHRAE 52.2 resulting in MERV 10. Filters shall be constructed of three distinct layers of 100% polyester depth-loading media, heat sealed around a 9.5 or heavier galvanized wire ring with cross braces. First two layers of media shall be manufactured of different denier fibers as one media to ensure depth loading (laminates of individual media are not acceptable). Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. A selvage edge shall be incorporated around the entire perimeter of the filter to ensure gasketing into the holding apparatus. Filter shall meet U.L. Standard 900 with Class 2 rating. Filters shall be of overall quality of Tri-Dim Tri-Dek Panel Filters.
- E. All dimensions shown on pricing schedule are in inches unless specified otherwise.
- F. **Scrim Fiberglass:** Fiberglass scrim shall be type ECG150 glass yarn for the main strand and EC75 for the cross lap strands. Scrim weight is approximately 2 grams per square foot with 2 to 4 strands per square in each direction. The scrim shall be assembled with a vinyl-backed or equivalent type adhesive. The finished product shall be able to withstand an approximate tensile load of 10 lbs./inch in the primary direction and 20 lbs./inch in the cross-lap direction. Scrim shall be laminated to filter media with latex or equivalent resin to prevent fiber distortion.
- G. **Bag Filters:** Bag filter shall be the high efficiency type and shall be tested in accordance with ASHRAE 52.2 resulting in MERV rating of between 13 and 16. Filter media shall be constructed of fiberglass with scrim backing or synthetic media. Media shall be formed into individual pockets by sewing the edges and properly sealing all needle penetration. The pockets shall be stitched and sealed to form tapered channels to ensure proper airflow and uniform loading through the depth of the pocket. The throat of each pocket shall be firmly bonded to a pocket hoop to ensure proper opening and ensure proper airflow into the finished filter. The pocket hoops shall have double bend construction to ensure safety and rigidity. Each pocket hoop shall be enclosed in a corrosion resistant header of steel or aluminum and mechanically fastened to adjacent pocket with a minimum of five staples. Filter shall meet U.L. Standard 900 with a Class 2 rating.

All sizes shall be based on the performance of an eight pocket, 30-inch deep bag filter. Filter sizes and frame type shall be as listed on the quote sheets.

- H. **Roll Filters:** Shall be low efficiency replacement media for roll type filters, and shall have 2" nominal thickness. Media shall have average efficiency of MERV 10 when tested in accordance with ASHRAE Standard 52.2, and shall be selected for a rated face velocity of 500 FPM. Filter shall be a graded density glass fiber material and shall have an adhesive coating. Filters shall be scrim cloth reinforced and shall be UL rated Class 2. All rolls shall be for use in either American Air Filter or Cambridge Roll Filter Equipment.
- I. **Ring Panel Filters Two Ply:** Shall test according to ASHRAE 52.2 resulting in a MERV 6 minimum. Filters shall be constructed of 100% polyester depth-loading media, laminated design, heat sealed around a 9.5 ga. or internal galvanized wire ring with cross braces. Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. A selvage edge shall be incorporated round the entire perimeter of the filter to ensure gasketing into the holding apparatus. Filter shall meet U.L. Standard 900 with Class 2 rating. Filters shall be of overall quality of Tri-Dim Tri-Dek Panel Filters.

- J. **The ASHRAE Rigid Box Filter:** The filter shall be constructed of rigid cell sides of at least 28 gauge galvanized steel. Filter media shall be wet laid micro-glass fiberglass paper with a water repellant binder. Media shall be pleated using corrugated aluminum separators, with the edges rolled over to prevent damage to form filter pack. The filter pack shall be sealed with an adhesive on all four sides to prevent air bypass. Assembled filter shall be structurally stable to prevent racking. Filters shall meet the following specification for nominal size 24 x 24 x 12 in a single header or double-header configuration. Filters shall meet ASHRAE 52.2 test resulting in a MERV 10,13 or 14 (90-95% efficient) or AAR Varicel.

Filters shall be capable of continuous operation up to 350 F. Filters shall be classified as U.L. Standard Class 1. Filters shall fit without modification or be adaptable to the existing holding frames.

Efficiency Ranges

LOW MEDIUM HIGH

MERV 10 13 14

- K. **Cube Type Filters, Two Pocket, Three Ply:** Shall test according to ASHRAE 52.2 resulting in MERV 10 minimum. Filters shall be constructed of three distinct layers of 100% polyester depth-loading media, heat sealed around a 9.5 or heavier galvanized wire ring and formed into one or two pocket cube type filter. The first two layers of media shall be of different denier fibers formed into one media to ensure proper depth loading. Laminates of individual media are not acceptable. Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. Filter shall friction fit into the holding apparatus. Filter shall meet U.L. Standard 900 with Class 2 rating. Filters shall be of overall quality of Tri-Dim Tri-Dek Cube Filters or American Air Filter Airpack 200.
- L. **Unspecified Air Filter Manufacturer:** In the event that the air filter manufacturer is not specified in Appendix C-6, Bidder shall specify the manufacturer of the air filter, which shall meet these specifications and conform to the listed size and application.
- M. Bidders shall supply an independent laboratory test report verifying the MERV of rating of any and all air filters in accordance with ASHRAE 52.2. This test shall be performed in a facility, acceptable to the Commonwealth, under the supervision of a licensed engineer and indicated by a professional seal on the test report.

BASIS OF AWARD

The County will award to the lowest responsive and responsible bidder based on individual line item or Grand Total Basis. The County may award the bid to a single contractor or to multiple contractors.

PRICING SCHEDULE

All dimensions shown on pricing schedule are in inches unless specified otherwise.

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
PLEATED FILTERS					
1.	9X22X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
2.	10X60X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
3.	10-7/16X23-5/8X2	2	\$	\$	
Manufacturer's Name/Stock No.:					
4.	10X20X2	2	\$	\$	
Manufacturer's Name/Stock No.:					
5.	12X65X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
6.	12X20X2	6	\$	\$	
Manufacturer's Name/Stock No.:					
7.	12X30X1	74	\$	\$	
Manufacturer's Name/Stock No.:					
8.	12X24X4	80	\$	\$	
Manufacturer's Name/Stock No.:					
9.	12X24X2	225	\$	\$	
Manufacturer's Name/Stock No.:					
10.	12X24X1	206	\$	\$	
Manufacturer's Name/Stock No.:					
11.	14X25X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
12.	14X30X1	56	\$	\$	
Manufacturer's Name/Stock No.:					
13.	15X19X2	10	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
14.	15X15X2	2	\$	\$	
Manufacturer's Name/Stock No.:					
15.	15X20X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
16.	15-1/2X25-1/2X2	2	\$	\$	
Manufacturer's Name/Stock No.:					
17.	16X44-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
18.	16X33X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
19.	16X30X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
20.	16X20X1	94	\$	\$	
Manufacturer's Name/Stock No.:					
21.	16X20X2	2340	\$	\$	
Manufacturer's Name/Stock No.:					
22.	16X20X4	5	\$	\$	
Manufacturer's Name/Stock No.:					
23.	16X25X2	2249	\$	\$	
Manufacturer's Name/Stock No.:					
24.	16X25X4	5	\$	\$	
Manufacturer's Name/Stock No.:					
25.	16X24X1	80	\$	\$	
Manufacturer's Name/Stock No.:					
26.	16X24X2	183	\$	\$	
Manufacturer's Name/Stock No.:					
27.	18X24X2	102	\$	\$	
Manufacturer's Name/Stock No.:					
28.	18X18X2	6	\$	\$	
Manufacturer's Name/Stock No.:					
29.	18X25X2	5	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
30.	18X20X2	1	\$	\$	
Manufacturer's Name/Stock No.:					
31.	20X20X2	852	\$	\$	
Manufacturer's Name/Stock No.:					
32.	20X20X1	261	\$	\$	
Manufacturer's Name/Stock No.:					
33.	20X24X2	638	\$	\$	
Manufacturer's Name/Stock No.:					
34.	20X24X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
35.	20X25X2	1138	\$	\$	
Manufacturer's Name/Stock No.:					
36.	20X25X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
37.	20X30X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
38.	20X30X2	43	\$	\$	
Manufacturer's Name/Stock No.:					
39.	22X22X1	30	\$	\$	
Manufacturer's Name/Stock No.:					
40.	24X23X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
41.	24X24X4	428	\$	\$	
Manufacturer's Name/Stock No.:					
42.	24X24X2	1120	\$	\$	
Manufacturer's Name/Stock No.:					
43.	24X30X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
44.	25X25X2	26	\$	\$	
Manufacturer's Name/Stock No.:					
45.	25X25X1	4	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
46.	10X10X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
47.	14X30X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
48.	24X24X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
49.	20X22X2	48	\$	\$	
Manufacturer's Name/Stock No.:					
50.	18X21X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
51.	10X10X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
52.	10X25X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
53.	12X20X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
54.	12X24X2	120	\$	\$	
Manufacturer's Name/Stock No.:					
55.	12X25X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
56.	16X16X2	4	\$	\$	
Manufacturer's Name/Stock No.:					
57.	17-3/4X25X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
58.	16X30X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
59.	18X20X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
60.	20X23X2	8	\$	\$	
Manufacturer's Name/Stock No.:					
61.	19-1/2X29-1/2X2	8	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
62.	36X21-1/2X2	52	\$	\$	
Manufacturer's Name/Stock No.:					
63.	20X25X4	8	\$	\$	
Manufacturer's Name/Stock No.:					
64.	16X20X4	8	\$	\$	
Manufacturer's Name/Stock No.:					
65.	15x25x1	40	\$	\$	
Manufacturer's Name/Stock No.:					
66.	18x24x1	4	\$	\$	
Manufacturer's Name/Stock No.:					
67.	16x25x1	40	\$	\$	
Manufacturer's Name/Stock No.:					
POLY FILTERS					
68.	6X25X1/2	4	\$	\$	
Manufacturer's Name/Stock No.:					
69.	7X12X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
70.	7-3/8X31-1/2X1/2	5	\$	\$	
Manufacturer's Name/Stock No.:					
71.	7-3/4X43-7/8X1/2	3	\$	\$	
Manufacturer's Name/Stock No.:					
72.	7-1/2X24X2-1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
73.	8X16X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
74.	8X26X1	59	\$	\$	
Manufacturer's Name/Stock No.:					
75.	8X32X1	7	\$	\$	
Manufacturer's Name/Stock No.:					
76.	8X33-1/2X1	6	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
77.	8X33-3/4X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
78.	8X27-1/2X1/2	12	\$	\$	
Manufacturer's Name/Stock No.:					
79.	8-1/2X20X1	48	\$	\$	
Manufacturer's Name/Stock No.:					
80.	8-1/2X19X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
81.	8-1/2X30X1	166	\$	\$	
Manufacturer's Name/Stock No.:					
82.	8-3/4X43-1/4X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
83.	8X18-3/4X1	16	\$	\$	
Manufacturer's Name/Stock No.:					
84.	9-1/2X36X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
85.	9X28X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
86.	9X36X1/2	100	\$	\$	
Manufacturer's Name/Stock No.:					
87.	9X24X1	5	\$	\$	
Manufacturer's Name/Stock No.:					
88.	9-7/8X20-7/8X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
89.	10X55-3/4X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
90.	10X24X1	16	\$	\$	
Manufacturer's Name/Stock No.:					
91.	10X36X1	42	\$	\$	
Manufacturer's Name/Stock No.:					
92.	10X30X1	82	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
93.	10X20X1	20	\$	\$	
Manufacturer's Name/Stock No.:					
94.	10X22X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
95.	10X25X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
96.	10X54X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
97.	10X48X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
98.	10X60X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
99.	10X31X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
100.	10X27X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
101.	10X32X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
102.	10-1/2X20-1/2X1/2	3	\$	\$	
Manufacturer's Name/Stock No.:					
103.	10-1/2X26-1/2X1/2	4	\$	\$	
Manufacturer's Name/Stock No.:					
104.	10-1/2X35X1/2	4	\$	\$	
Manufacturer's Name/Stock No.:					
105.	10-3/4X34-1/2X1	7	\$	\$	
Manufacturer's Name/Stock No.:					
106.	11X14X1	9	\$	\$	
Manufacturer's Name/Stock No.:					
107.	11X21X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
108.	11X34-1/2X1	1	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
109.	11X35X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
110.	11-1/2X19-1/4X1/2	20	\$	\$	
Manufacturer's Name/Stock No.:					
111.	12X13X1	69	\$	\$	
Manufacturer's Name/Stock No.:					
112.	12X26X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
113.	12X20X1	60	\$	\$	
Manufacturer's Name/Stock No.:					
114.	12X30X1	866	\$	\$	
Manufacturer's Name/Stock No.:					
115.	12X24X1	376	\$	\$	
Manufacturer's Name/Stock No.:					
116.	12X40X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
117.	12X16X1	77	\$	\$	
Manufacturer's Name/Stock No.:					
118.	12X21X1	68	\$	\$	
Manufacturer's Name/Stock No.:					
119.	12X44X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
120.	13X14X1	37	\$	\$	
Manufacturer's Name/Stock No.:					
121.	13-1/2X51-1/2X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
122.	13-1/2X53-1/2X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
123.	13-3/4X42X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
124.	14X14X1	94	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
125.	14X25X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
126.	14X20X1	49	\$	\$	
Manufacturer's Name/Stock No.:					
127.	14X24X1	11	\$	\$	
Manufacturer's Name/Stock No.:					
128.	14X30X1	69	\$	\$	
Manufacturer's Name/Stock No.:					
129.	15X11X1	48	\$	\$	
Manufacturer's Name/Stock No.:					
130.	15X53X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
131.	15X25X1	3	\$	\$	
Manufacturer's Name/Stock No.:					
132.	15X20X1	115	\$	\$	
Manufacturer's Name/Stock No.:					
133.	15X23X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
134.	15X17X1	77	\$	\$	
Manufacturer's Name/Stock No.:					
135.	15X19X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
136.	15-1/4X31-1/2X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
137.	16X35X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
138.	16X24X1	43	\$	\$	
Manufacturer's Name/Stock No.:					
139.	16X16X1	46	\$	\$	
Manufacturer's Name/Stock No.:					
140.	16X25X1	12	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
141.	16X25X2	2	\$	\$	
Manufacturer's Name/Stock No.:					
142.	16X23-1/2X1	294	\$	\$	
Manufacturer's Name/Stock No.:					
143.	16X17X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
144.	16X42X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
145.	16X20X1	205	\$	\$	
Manufacturer's Name/Stock No.:					
146.	16X78X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
147.	16X26X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
148.	17X17X1	44	\$	\$	
Manufacturer's Name/Stock No.:					
149.	17X19X1	276	\$	\$	
Manufacturer's Name/Stock No.:					
150.	17-1/2X30X1	5	\$	\$	
Manufacturer's Name/Stock No.:					
151.	17X30X1	7	\$	\$	
Manufacturer's Name/Stock No.:					
152.	17-1/2X17-1/2X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
153.	18X24X1	323	\$	\$	
Manufacturer's Name/Stock No.:					
154.	18X36X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
155.	18X30X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
156.	19X37X1	1	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
157.	19X20X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
158.	19X30X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
159.	19X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
160.	19X28X1	5	\$	\$	
Manufacturer's Name/Stock No.:					
161.	19X40X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
162.	19-1/4X9X1	7	\$	\$	
Manufacturer's Name/Stock No.:					
163.	20X20X1	296	\$	\$	
Manufacturer's Name/Stock No.:					
164.	20X30X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
165.	20X27X1	107	\$	\$	
Manufacturer's Name/Stock No.:					
166.	20X25X2	62	\$	\$	
Manufacturer's Name/Stock No.:					
167.	21X45X1	3	\$	\$	
Manufacturer's Name/Stock No.:					
168.	22X20X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
169.	22X22X1	20	\$	\$	
Manufacturer's Name/Stock No.:					
170.	22X27X1	9	\$	\$	
Manufacturer's Name/Stock No.:					
171.	24X30X1	3	\$	\$	
Manufacturer's Name/Stock No.:					
172.	24X28X1	9	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
173.	24X33-1/2X1	5	\$	\$	
Manufacturer's Name/Stock No.:					
174.	25X33-1/2X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
175.	26X22X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
176.	53-1/2X15X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
177.	59-1/2X9X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
178.	8X24X1	45	\$	\$	
Manufacturer's Name/Stock No.:					
179.	8X30X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
180.	8-1/2X24X1	22	\$	\$	
Manufacturer's Name/Stock No.:					
181.	8-1/2X25X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
182.	8-1/2X26X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
183.	8-1/2X26-1/2X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
184.	8-1/2X36X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
185.	9-1/2X11X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
186.	10X10X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
187.	10X14X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
188.	11X15X1	144	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
189.	11X24X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
190.	11-1/2X13X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
191.	11-1/2X26X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
192.	12X12X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
193.	12X18X1	88	\$	\$	
Manufacturer's Name/Stock No.:					
194.	12X25X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
195.	13X13X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
196.	14X15X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
197.	14-1/2X15X1	100	\$	\$	
Manufacturer's Name/Stock No.:					
198.	14X28-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
199.	14-1/2X15X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
200.	14-7/8X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
201.	12-1/2X15X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
202.	15X17X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
203.	15X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
204.	15X24-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
205.	15X30X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
206.	15-1/2X19X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
207.	15-1/2X19-1/2X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
208.	15-1/2X30X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
209.	16X18X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
210.	16-1/2X20X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
211.	16-3/4X28X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
212.	16-7/8X16-7/8X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
213.	16-7/8X30X1	36	\$	\$	
Manufacturer's Name/Stock No.:					
214.	16X30X1	16	\$	\$	
Manufacturer's Name/Stock No.:					
215.	17-3/4X25X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
216.	18X18X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
217.	18X20X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
218.	18X25X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
219.	18X28X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
220.	18X34X1	4	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
221.	18-1/2X20-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
222.	18-1/2X38X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
223.	18-3/4X28X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
224.	19X21X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
225.	19-3/4X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
226.	19X27X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
227.	20X21X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
228.	20X22X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
229.	20X23X1	20	\$	\$	
Manufacturer's Name/Stock No.:					
230.	20X24X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
231.	21X21X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
232.	21X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
233.	21X26X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
234.	22X21X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
235.	22X24X1	16	\$	\$	
Manufacturer's Name/Stock No.:					
236.	22X30X1	12	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
237.	22X36X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
238.	23X27X1	28	\$	\$	
Manufacturer's Name/Stock No.:					
239.	23X29-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
240.	23X30X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
241.	23-1/2X29X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
242.	24X24X1	92	\$	\$	
Manufacturer's Name/Stock No.:					
243.	24X30X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
244.	24X25X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
245.	10X25X2	4	\$	\$	
Manufacturer's Name/Stock No.:					
246.	12X24X2	32	\$	\$	
Manufacturer's Name/Stock No.:					
247.	16X16X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
248.	16X30X2	16	\$	\$	
Manufacturer's Name/Stock No.:					
GLASS FILTERS					
249.	7X18X1	26	\$	\$	
Manufacturer's Name/Stock No.:					
250.	7-1/2X31-1/2X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
251.	8-1/4X40X1	5	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
252.	8-14/31/X1	35	\$	\$	
Manufacturer's Name/Stock No.:					
253.	8X27-3/4X1	3	\$	\$	
Manufacturer's Name/Stock No.:					
254.	8X18-3/4X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
255.	8X24-3/4X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
256.	8X32X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
257.	8X30X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
258.	9-3/4X32-1/2X1/2	30	\$	\$	
Manufacturer's Name/Stock No.:					
259.	10-1/2X20-1/2X1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
260.	10-1/2X26-1/2X1/2	8	\$	\$	
Manufacturer's Name/Stock No.:					
261.	10-1/2X35-1/2X1/2	3	\$	\$	
Manufacturer's Name/Stock No.:					
262.	10X32-3/8X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
263.	10X20X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
264.	10X48-3/8X1	30	\$	\$	
Manufacturer's Name/Stock No.:					
265.	10X32-1/2X1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
266.	10-1/2X30-1/2X1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
267.	10-1/2X27-1/2X1/2	2	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
268.	10X36-3/8X1	396	\$	\$	
Manufacturer's Name/Stock No.:					
269.	12X24X1	66	\$	\$	
Manufacturer's Name/Stock No.:					
270.	12X30X1	92	\$	\$	
Manufacturer's Name/Stock No.:					
271.	12X20X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
272.	13X14X1	7	\$	\$	
Manufacturer's Name/Stock No.:					
273.	14X30X1	390	\$	\$	
Manufacturer's Name/Stock No.:					
274.	14-1/2X29-1/4X2	4	\$	\$	
Manufacturer's Name/Stock No.:					
275.	14X30-5/8X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
276.	14X14X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
277.	15X17X1	41	\$	\$	
Manufacturer's Name/Stock No.:					
278.	15-1/2X17X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
279.	16X24X1	47	\$	\$	
Manufacturer's Name/Stock No.:					
280.	16X25X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
281.	16X30X1	12	\$	\$	
Manufacturer's Name/Stock No.:					
282.	16X30X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
283.	16X20X1	114	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
284.	17-3/4X20X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
285.	17-1/8X26-5/8X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
286.	18X24X1	121	\$	\$	
Manufacturer's Name/Stock No.:					
287.	18-7/8X26-7/8X2	36	\$	\$	
Manufacturer's Name/Stock No.:					
288.	18X18X1	10	\$	\$	
Manufacturer's Name/Stock No.:					
289.	19X30X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
290.	19X19X1	2	\$	\$	
Manufacturer's Name/Stock No.:					
291.	19X23X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
292.	19X27X1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
293.	19X23-1/2X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
294.	19X23-1/4X1	1	\$	\$	
Manufacturer's Name/Stock No.:					
295.	20X30X1	65	\$	\$	
Manufacturer's Name/Stock No.:					
296.	20X20X5	8	\$	\$	
Manufacturer's Name/Stock No.:					
297.	20X20X1	9	\$	\$	
Manufacturer's Name/Stock No.:					
298.	20X25X1	3	\$	\$	
Manufacturer's Name/Stock No.:					
299.	20X20X2	96	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
300.	21-1/2X21-1/2X1	24	\$	\$	
Manufacturer's Name/Stock No.:					
301.	23-7/8X29-7/8X2	18	\$	\$	
Manufacturer's Name/Stock No.:					
302.	24X29X1/4	1	\$	\$	
Manufacturer's Name/Stock No.:					
303.	24X29X1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
304.	24X28X3/4	1	\$	\$	
Manufacturer's Name/Stock No.:					
305.	24X24X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
306.	24X20X2	12	\$	\$	
Manufacturer's Name/Stock No.:					
307.	24X30X1	5	\$	\$	
Manufacturer's Name/Stock No.:					
308.	32-1/2X10-1/2X1	4	\$	\$	
Manufacturer's Name/Stock No.:					
309.	35-1/2X10-1/2X1	6	\$	\$	
Manufacturer's Name/Stock No.:					
ROLL FILTERS					
310.	24-3/4X90'	8	\$	\$	
Manufacturer's Name/Stock No.:					
311.	24-7/8X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
312.	31-3/8X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
313.	32-3/4X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
314.	33X90'	3	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
315.	33-3/4X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
316.	35-3/8X90'	4	\$	\$	
Manufacturer's Name/Stock No.:					
317.	44-1/2X90'	2	\$	\$	
Manufacturer's Name/Stock No.:					
318.	44-3/4X90'	4	\$	\$	
Manufacturer's Name/Stock No.:					
319.	45-3/8X90'	3	\$	\$	
Manufacturer's Name/Stock No.:					
320.	48X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
321.	56-3/4X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
322.	59-3/8X90'	1	\$	\$	
Manufacturer's Name/Stock No.:					
323.	60X90'	4	\$	\$	
Manufacturer's Name/Stock No.:					
324.	25X90'	3	\$	\$	
Manufacturer's Name/Stock No.:					
325.	9X90'	28	\$	\$	
Manufacturer's Name/Stock No.:					
326.	TA4	3	\$	\$	
Manufacturer's Name/Stock No.:					
327.	TA3	3	\$	\$	
Manufacturer's Name/Stock No.:					
328.	18X50	12	\$	\$	
Manufacturer's Name/Stock No.:					
329.	14"X90' POLY ROLLS	1	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
330.	10"X90' POLY ROLLS	1	\$	\$	
Manufacturer's Name/Stock No.:					
331.	9"X90' POLY ROLLS	1	\$	\$	
Manufacturer's Name/Stock No.:					
332.	9"X90' GLASS ROLLS	1	\$	\$	
Manufacturer's Name/Stock No.:					
333.	8-1/2X315 LI FEET	1	\$	\$	
Manufacturer's Name/Stock No.:					
BOX FILTERS PLEATED					
334.	12X24X12	101	\$	\$	
Manufacturer's Name/Stock No.:					
335.	12X20X12	3	\$	\$	
Manufacturer's Name/Stock No.:					
336.	14X25X12	4	\$	\$	
Manufacturer's Name/Stock No.:					
337.	20X25X12	51	\$	\$	
Manufacturer's Name/Stock No.:					
338.	20X24X12	180	\$	\$	
Manufacturer's Name/Stock No.:					
339.	20X26X12	4	\$	\$	
Manufacturer's Name/Stock No.:					
340.	24X24X12	177	\$	\$	
Manufacturer's Name/Stock No.:					
341.	24X12X12	14	\$	\$	
Manufacturer's Name/Stock No.:					
342.	20X20X12	12	\$	\$	
Manufacturer's Name/Stock No.:					
343.	20X24X12	12	\$	\$	
Manufacturer's Name/Stock No.:					
344.	24X24X12	40	\$	\$	
Manufacturer's Name/Stock No.:					

Item No.	Filter Size/Type	Qty.	Unit Price	Extended Price	Stock or Non-Stock
WASHABLES					
345.	1X15-1/4X77-1/2	6	\$	\$	
Manufacturer's Name/Stock No.:					
346.	1X15-1/4X65-1/2	2	\$	\$	
Manufacturer's Name/Stock No.:					
347.	1X15-1/4X41-1/2	1	\$	\$	
Manufacturer's Name/Stock No.:					
CUBE FILTERS					
348.	15X24X15	16	\$	\$	
Manufacturer's Name/Stock No.:					
349.	16X23-1/2X15	68	\$	\$	
Manufacturer's Name/Stock No.:					
350.	16X24X15	8	\$	\$	
Manufacturer's Name/Stock No.:					
351.	23X31X15	24	\$	\$	
Manufacturer's Name/Stock No.:					
FILTER MEDIA					
352.	24X24X22	92	\$	\$	
Manufacturer's Name/Stock No.:					
DUST LOCK POLY					
353.	16X20X1	110	\$	\$	
Manufacturer's Name/Stock No.:					
354.	20X20X1	196	\$	\$	
Manufacturer's Name/Stock No.:					
355.	16X25X1	136	\$	\$	
Manufacturer's Name/Stock No.:					
356.	18X34X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
357.	18-1/2X38X1	8	\$	\$	
Manufacturer's Name/Stock No.:					
358.	16-7/8X30X1	36	\$	\$	
GRAND TOTAL PRICE				\$	

ADDENDA

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bid:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

ALL BIDDERS SHALL COMPLETE THE FOLLOWING INFORMATION:

Furnish the name of a contact person(s), telephone, and fax number for placing orders:

Name(s) _____ Phone (____) _____

_____ Fax (____) _____

Furnish the names of sales person(s) who will be assigned to service this contract::

Name(s) _____ Phone (____) _____

_____ Fax (____) _____

Furnish the names of staff who will be assigned to service this contract:

Name(s) _____ Phone (____) _____

_____ Fax (____) _____

CONTRACTOR DATA SHEET
TO BE COMPLETED AND SUBMITTED WITH BID

QUALIFICATIONS OF BIDDER: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of commodity and service required for this contract.

_____ years _____ months

Provide a minimum of three (3) references that can substantiate past work performance and experience in the type of work required for this contract.

Company Name, Address, Phone Number and Contact Person's Name and Email Address:

1.
2.
3.

TERMS AND SIGNATURE SHEET

All bids shall be signed on the Terms and Signature Sheet in order to be considered.

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County. Our terms are _____

All prices shall be F.O.B.: Various Chesterfield County Locations. Freight, delivery costs, and incidental charges shall be included in the bid price(s).

In compliance with this Invitation for Bid #09-9840 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature below certifies:

- I agree to abide by all conditions of this Bid and that I am authorized to sign this Bid.
- the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under, Chapter 12, Title 18.2, 498.4 of the *Code of Virginia*, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards.
- the accompanying bid is in compliance with the *State and Local Government Conflict of Interests Act* 2.2-3100, supplemented by Article 6, 2.2-4367-69 of the *Code of Virginia*. Specifically, no county employee, county employee's partner, or any member of the county employee's immediate family holds a position with the bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Signature: _____

Email: _____

Name (type/print): _____

Title: _____

Fed ID No.: _____

Phone: (____) _____

Fax: (____) _____

We hereby provide the following information to Chesterfield County regarding our business. We understand that it is provided for statistical purposes only and all firms submitting bids will receive equal consideration.

Minority-Owned Business:	Yes _____	No _____
Women-Owned Business:	Yes _____	No _____
Chesterfield Business:	Yes _____	No _____

Elementary Schools		
Alberta Smith 13200 Bailey Bridge Rd. Midlothian, VA 23112	Enon Elementary 2001 E. Hundred Rd. Chester, VA 23831	Matoaca 6627 River Road Matoaca, VA 23803
Bellwood 9536 Dawnshire Rd. Richmond, VA 23237	Ettrick 20910 Chesterfield Ave. Ettrick, VA 23803	Providence 11001 W. Providence Rd. Richmond, VA 23236
Bensley 6600 Strathmore Road Richmond, VA 23237	Evergreen 1701 Evergreen E. Pkwy. Midlothian, VA 23113	Reams Road 10141 Reams Rd. Richmond, VA 23236
Beulah 4216 Beulah Rd. Richmond, VA 23237	Falling Creek 4800 Hopkins Rd. Richmond, VA 23234	Robious 2801 Robious Crossing Dr. Midlothian, VA 23113
Bon Air 8701 Polk Street Bon Air, VA 23235	Gates 10001 Courthouse Rd. Chesterfield, VA 23832	Salem Church 9600 Salem Church Rd. Richmond, VA 23237
Chalkley 3301 Turner Rd. Chesterfield, VA 23832	Gordon 11701 Gordon Rd. Richmond, VA 23236	Spring Run 13901 Spring Run Road Midlothian, VA 23112
Clover Hill 5700 Woodlake Village Pkwy. Midlothian, VA 23112	Grange Hall 19301 Hull Street Rd. Moseley, VA 23120	Swift Creek 13800 Genito Rd. Midlothian, VA 23112
Crenshaw 11901 Bailey Bridge Rd. Midlothian, VA 23112	Greenfield 10751 Savoy Rd. Richmond, VA 23235	Watkins 501 Coalfield Rd. Midlothian, VA 23113
Crestwood 7600 Whittington Dr. Richmond, VA 23225	Harrowgate 15501 Harrowgate Rd. Chester, VA 23831	Bettie Weaver 3600 James River Rd. Midlothian, VA 23113
Curtis 3600 W. Hundred Rd. Chester, VA 23831	Hening 5230 Chicora Dr. Richmond, VA 23234	Wells 13101 S. Chester Rd. Chester, VA 23831
Davis 415 S. Providence Rd. Richmond, VA 23236	Hopkins Road 6000 Hopkins Rd. Richmond, VA 23234	Winterpock 9000 Elementary Way Loop Chesterfield, VA 23832
Ecoff 5200 Ecoff Avenue Chester, VA 23831	Jacobs Road 8800 Jacobs Rd. Chesterfield, VA 23832	Woolridge 5401 Timber Bluff Pkwy. Midlothian, VA 23112
Elizabeth Scott 813 Beginners Trail Loop Chester, VA 23836	Marguerite Christian 14801 Wood's Edge Rd. Colonial Heights, VA 23834	

Middle Schools		
Bailey Bridge 12501 Bailey Bridge Rd. Midlothian, VA 23112	Manchester 7401 Hull St. Rd. Richmond, VA 23235	Robious 2701 Robious Crossing Dr. Midlothian, VA 23112
Carver 3800 Cougar Trail Chester, VA 23831	Matoaca 20300 Halloway Ave. Matoaca, VA 23803	Salem Church 9700 Salem Church Rd. Richmond, VA 23237
Chester 3900 W. Hundred Rd. Chester, VA 23831	Midlothian 13501 Midlothian Tnpke Midlothian, VA 23113	Swift Creek 3700 Old Hundred Road Midlothian, VA 23113
Falling Creek 4724 Hopkins Rd. Richmond, VA 23234	Providence 900 Starlight Lane Richmond, VA 23235	Perrymont 8610 Perrymont Rd. Richmond, VA 23237-2815
Tomahawk Middle School 1600 Learning Place Loop Midlothian, VA 23114	Elizabeth Davis Middle School 601 Bus Court Loop Chester, VA 23836	
High Schools		
Bird 10301 Courthouse Rd. Chesterfield, VA 23832	Chesterfield Tech Ctr. 10101 Courthouse Rd. Chesterfield, VA 23832	Midlothian 401 Charter Colony Dr. Midlothian, VA 23113
Clover Hill 13900 Hull Street Rd. Midlothian, VA 23112	Manchester 12601 Bailey Bridge Rd. Midlothian, VA 23112	Monacan 11501 Smoketree Dr. Richmond, VA 23236
James River 3700 James River Rd. Midlothian, VA 23113	Matoaca 6001 Hickory Rd. Ettrick, VA 23803	Thomas Dale 3626 W. Hundred Rd. Chester, VA 23831
Chesterfield Community 12400 Branders Bridge Road Chester, VA 23831	Meadowbrook 4901 Cogbill Rd. Richmond, VA 23234	Cosby 14300 Fox Club Parkway Midlothian, VA 23112
Other Facilities		
Enon Annex 13824 Lawing Drive Colonial Heights, VA 23834	Fulghum Center 4003 Cogbill Road Richmond, VA 23234	School Board – IDC 600 Southlake Blvd. Richmond, VA 23236
Ettrick Annex 3901 Dupuy Road Ettrick, VA 23803	School Board Facilities Services 9800 Krause Road Chesterfield, VA 23832	Watkins Annex 13801 Westfield Drive Midlothian, VA 23113